

**School of Music**  
**Occupational Health and Safety Committee Special Meeting**  
**December 6, 2016**

**In attendance:** Kris Parsons (Enterprise Risk Management), Alvin Kenny (SAO – Chair),  
Spencer Crewe (MMaP), Denise Porter (Secretary), Rob Power, Peter  
Stanbridge, Ian Sutherland  
**Absent:** Jakub Martinec

**Minutes**

1. Welcome

- Kris Parsons from Enterprise Risk Management welcomed everyone to the meeting and provided the committee with an update on the review of the October 6, 2016 serious “Active Intruder” incident. He also provided information to the group on the ongoing efforts to facilitate faster communication times throughout the University community in the event of another serious threat incident, i.e.,
  - use of MUN Safe app;
  - University Newslines;
  - Twitter;
  - departmental email lists;
  - telephone system;
  - word of mouth;
  - building PA alert systems (only available in 26 buildings);
  - other systems (possibly available next year).
- Further to the internal review of the slow response time in informing the University community of the “threat” on October 6, 2016, Enterprise Risk Management has now changed their protocol and will now first “activate” emergency protocols (911, dispatch CEP) and then investigate.
- Next the OH&S committee members, as well as Dr. Sutherland watched an 18-minute “Active Intruder” video. Mr. Parsons stressed that staff, faculty and students should watch this video (available on website) at least once per year and as often as once every semester.
- He also noted that there are two other good training videos: one by the University of Alberta and one by the University of Ohio (Run, Hide and Fight).
- He also stressed the importance of the MUN Safe app and that all employees, staff and students should be encouraged to download this important and informative app.
- Also <http://www.mun.ca/emergency> is a good link for information.

2. Business Arising

- Enterprise Risk Management to schedule a meeting in the new year for the School of Music to discuss an evacuation/emergency plan and dead zones for the PA system throughout the building.
- Rob Power requested a training session to demonstrate the use of the AED device.

3. Meeting adjourned at 2:45.